

4 January 1955

MEMORANDUM FOR: Colonel White

SUBJECT : Courier Service for Records Center

1. After the move of the Records Center [redacted] file material will have to be transferred daily between the Records Center and Headquarters components. In addition, inactive records will have to be transported from Headquarters to [redacted] 25X1A6d

2. Logistics estimates the daily file material will approximate ten boxes and that this material and the majority of the inactive records could be transported by panel truck. They also estimate that two courier type personnel will be required for this function because of the volume of the inactive records and the security requirements when TOP SECRET documents are transported. 25X1A6d

3. This matter has been discussed with Colonel [redacted] and he concurs that if given two courier type personnel and a panel truck based at [redacted] he can handle this service. As time will be required to recruit and clear this personnel, it has been agreed that Logistics will render this service until [redacted] is in a position to take over. This has been discussed with and concurred in by Logistics. 25X1A9a

4. The attached memorandum (Tab A) addressed to Logistics and [redacted] sets forth the details of this arrangement and authorizes [redacted] to proceed with the recruitment of necessary personnel. The attached memorandum to Management Staff (Tab B) authorizes the transfer of the Records Center to [redacted] and sets forth the responsibilities after the transfer. 25X1A6d

5. Recommend signature on both memos.

25X1A9a